

6/15/01

Date JUN 15 2001

**Task Order No. 3
Under Contract No. CPSC-C-01-1145**

**Database and Application Computer Programming Services
for the
Commission Information System**

I. Purpose

The purpose of this task order is to acquire database and application computer programming services for the Consumer Product Safety Commission (CPSC) Commission Information System. This task order requires Visual Information System, Inc. (hereinafter referred to as "the Contractor") to analyze, design and program front-end Powerbuilder 6.5/7.0 client programs running under Windows 95/98; and analyze, design and implement back-end Sybase Adaptive Server applications using business rules, stored procedures and triggers. Support is required for the continuing expansion and enhancement of the agency's Commission Information System (CIS), which is made up of database applications such as Epidemiology, Compliance, Hotline and Field. This Task Order No. 3 is issued under CPSC Contract No. CPSC-C-01-1145 (hereinafter referred to as "the contract").

II. Statement of Work

- A. Independently, and not as an agent of the Government, the Contractor shall furnish all necessary personnel, materials, services and facilities to perform the work specified herein, except as provided in Section H.1., GOVERNMENT FURNISHED MATERIALS/EQUIPMENT, of the contract.
- B. Within ten (10) working days after receipt of written notice from the CPSC Contracting Officer to commence work under the task order, the Contractor shall meet with the CPSC Project Officer to discuss the requirements of the task order. The meeting will take place at the Consumer Product Safety Commission's Headquarters facility located at 4330 East West Highway, Room 506, Bethesda, Maryland.

- C. The Contractor shall perform Tasks 3.1. through 3.5. as specified below. For all tasks (except Task 3.5.), the Contractor shall meet with the users to gather requirements; design Sybase database structures, triggers, stored procedures, and PowerBuilder source code; and devise written work plans to implement the new applications. For Task 3.5., the Contractor shall analyze the requirement and submit a work plan for defining the application. The Contractor shall submit all written work plans to the CPSC Project Officer for review and obtain the Project Officer's written approval of each plan before implementing the new applications. The Contractor shall modify the work plans, if the Project Officer requires any corrections to the work plans. All programs shall be fully tested by the Contractor prior to implementation. The Contractor shall store code and executables and database procedures in electronic format on CPSC's system for the applications. Upon completion of each task (except Task 3.5.), the Contractor shall provide written user and system documentation for the applications to the Project Officer.

Task 3.1 - New Assignment Request Tracking System (ARTS)

The Contractor shall analyze, design, program and test a new application for product hazard investigation users. Access to the new application shall be controlled by the existing EPHQ application. Three user groups for accessing the application shall be defined: ARTS-USER, ARTS-EPDS, and ARTS-SUPV. The application shall have the following application menu options:

Application menu:

<u>File</u>	<u>Request</u>	<u>Reports</u>
Print	New...	Check Status...
Close	Open...	Open Requests...
Exit	Approve...	
	Delete...	

Print - Print current screen or report.

Close - Close current window.

Exit - Exit application.

New Request - This option shall be available to all user groups. The application shall prompt user for request type (NEISS, IPII or DTHS). After request type is selected, the application shall open request window:

NEISS Request Window

- The application shall prompt user to enter variables: treatment-date, hospital ID and case number or nek (internal key), category ID, and optionally "name of file containing additional questions, reassignment criteria, assignment message, etc."
- The application shall verify NEISS case exists in neismain or neismain_q table.
- The application shall verify nek does not exist in indptrck table with a status not equal to "P" or in indpreq table with a status not equal to "X." If it exists in indptrck table, display error message: "This case has already been assigned under task number xxx." If it exists in indpreq table, display error message: "An assignment request already exists for this case."
- The application shall search hid table using hid and set team variable.
- The application shall verify catid exists in catid table. The category must be a NEISS category (substr (catid,3,1) must be "A" or "S"), and the treatment date must be between catid.dt_begin and catid.dt_end.
- If user enters a file name, the application shall verify it exists and display message: "Does this file contain additional questions or reassignment criteria for HQ telephone Contractor/EPDS staff?" with YES/NO responses. If user response is "NO," application shall prompt user: "Are you requesting a field investigation?" with YES/NO responses. If user response is "YES" application shall set status to "W." The application shall set status to "R" for all other requests. The application shall copy the file into the p:\cpsscpriv\pdfdocs\hidi\requests\xxx.doc directory where xxx is the reqno value generated for the request. If file already exists, the application shall display an error message and not overwrite file.

IPII Request Window

- The application shall prompt user to enter variables: document number, state (lookup in state table and display team), catid, standard assignment message from drop down DataWindow (populated after catid value is entered from catid_template table) or name of file containing assignment message, and priority.

- The application shall verify document number and display warning message if corresponding PDF file not found: "This document has not been scanned. Please check that document number is correct and submit copy of document to EPDS for scanning."
- The application shall verify document number does not exist in indptrck table with a status not equal to "P" or in indpreq table with a status not equal to "X." If it exists in indptrck table, application shall display error message: "This case has already been assigned under task number xxx." If it exists in indpreq table, display error message: "An assignment request already exists for this document number."
- The application shall verify catid exists in catid table, the category must be a non-NEISS category (substr(catid,3,1) must be "N"), and the current date must be between catid.dt_begin and catid.dt_end and then set field to "Y" and status to "R."
- If a filename is entered, the application shall set asmtmsg to 255, otherwise the application shall set it to the value of catid_template.seq associated with the selected assignment message.

DTHS Request Window

- The application shall prompt user to enter document number - application shall lookup in state table based on the 3rd and 4th positions (stnum in state table). The application shall display team, catid, standard assignment message from drop down DataWindow (populated after catid is entered from catid_template table) or name of file containing assignment message, priority, and type of contact.
- Once document number is entered, the application shall lookup in state table based on the 3rd and 4th positions (stnum in the state table) and display information about the types of contact permitted (new columns kin and official in the state table - see table layout).
- The application shall verify document number and display a warning message if corresponding PDF file not found: "This document has not been scanned. Please check that document number is correct and submit copy of document to EPDS for scanning."

- The application shall verify document number does not already exist in indptrck table with a status not equal to "P" or in indpreq table with a status not equal to "X." If it does exist in indptrck table, the application shall display error message: "This document number has already been assigned under task number xxx." If it exists in indpreq table, the application shall display error message: "An assignment request already exists for this document number."
- The application shall verify catid exists in catid table, the category must be a non-NEISS category (substr(catid,3,1) must be "N"), and the current date must be between catid.dt_begin and catid.dt_end.
- The application shall verify the value for type of contact against kin and official in the state table. If contact = "K" or "B" then kin cannot be "N." If contact = "O" or "B" then official cannot be "N." If contact = "K" or "B" and kin = "P" or contact = "O" or "B" and official = "P" then the application shall set status to "P," else set status to "R" and set field to "Y."
- If a filename is entered, the application shall set asmtmsg to 255, otherwise the application shall set it to the value of catid_template.seq associated with selected assignment message.

After a new request is completed and successfully saved, the application shall display a confirmation message showing the request number.

Request Management - This option is available to selected user groups.

Open Request

- This option is for all user groups.
- The application shall prompt user to select a request from a list. If user is a member of the ARTS-USER group, the application shall display a list of all requests where req_by is equal to that user's user ID and status is equal to W, P, or R is displayed. If user is a member of ARTS-EPDS or ARTS-SUPV group, the application shall display a list of all requests where status is equal to W, P, or R is displayed. All lists are ordered by docno, treatment date, hospital ID and case number variables and display docno, dt_trmt, hid, cno, req_by, dt_ent, status, and team variables.
- Once a request is made, the application shall display the request in the appropriate window: NEISS, IPII or DTHS. The user who entered the request can change any fields they originally entered. Other users can change only the

team (note: this is not an editable field when the request is entered - it is based on state, stnum or hid variables, but it should appear here). Edits are the same as described above. Setting of status variable, etc., is also the same as described above.

Approve Request

- This option is for members of the ARTS-SUPV group.
- The application shall prompt user to select a request from a list. The list contains all requests where status is "W." The user is given option of narrowing the list to a particular team. The application shall display an ordered list by treatment date, hospital ID and case number is displayed with variables dt_trmt, hid, cno, catid, req_by, dt_ent and team.
- Once a request is selected, the application shall display the request in the NEISS window. No fields can be modified.
- The user shall approve/disapprove a request.
- If a request is approved, the application shall set status to "R," set dt_apr to the current date, and set apr_by to the user's user ID. If the request is disapproved, the application shall set status to "D," set dt_apr to the current date, and set apr_by to the user's user ID.

Delete Request

- This option is for all user groups.
- The application shall prompt user to select a request from a list. If the user is a member of the group ARTS-USER, the application shall display a list that contains all requests where req_by is equal to that user's user ID and status is equal to W, P, or R. If user is a member of ARTS-EPDS or ARTS-SUPV group, the application shall display a list containing all requests where status is equal to W, P, and R. The list is ordered by docno, treatment date, hospital ID, and case number and displays docno, dt_trmt, hid, cno, req_by, dt_ent, status, and team variables.
- Once a request is selected, the application shall display the request in the appropriate window (NEISS, IPII or DTHS) with a prompt for a reason (drop down DataWindow using tnum 906) and a "Delete" button. If "Delete" button

is clicked, the application shall verify a valid reason code is selected and confirm wish to delete. If request is deleted, the application shall set status to "X," set dt_del to current date and set del_by to user's user ID and set reason to value selected.

Check Status Report

- The application shall prompt user to enter a Request number, a NEISS case (nek or treatment date, hospital ID and case number), an IPII document number, or a DTHS document number.
- If a record is not found, the application shall display error message: "Assignment request does not exist," otherwise the application shall display request (all fields, not just those the user entered) and the task number (if any).

Open Requests Report

- The application shall display all requests where status is equal to W, P, and R in list format.
- The application shall display variables: team, req_by, reqno, status, dt_ent, docno, neismain.dt_trmt, neismain.hid, neismain.cno, and catid sorted by team and req_by variables.

New table – The Contractor shall create the following table.

reqno	Int	Request number - generated by program in the form .
req_by	char(3)	Requested by - automatically save the user ID of the person entering the request
status	char(1)	Status: W-awaiting approval, D-disapproved, R-ready to assign, A-assigned, X-deleted, P-permission required
team	char(4)	EPDS Team: CENQ, EASQ, WESQ
dt_ent	Smalldatetime	Date request was entered
docno	char(10)	Document number (IPII or DTHS)
nek	Int	NEISS key
catid	char(10)	Category ID
asmtmsg	Tinyint	Assignment message - sequence number from the catid_template table or 255 for non-standard assignment message

field	char(1)	Field indicator: Y-assign to field, N-assign to HQ telephone Contractor
priority	char(2)	Priority: AA, BB, CC
contact	char(1)	Type of contact requested: K-next of kin, O-local officials, B-both
dt_apr	Smalldatetime	Date approved
apr_by	char(3)	Approved by - automatically save the user ID of the person approving request for field assignment
dt_del	Smalldatetime	Date deleted
del_by	char(3)	Deleted by - automatically save the user ID of the person deleting assignment request
Reason	Tinyint	Reason for deletion - valid values in tblfile, tnum=906

Modify Table – The Contractor shall modify the state table as follows:

- Add columns to state table:

Kin	char(1)	Can next-of-kin be contacted? Y=yes, N=no, P-permission required
Official	char(1)	Can local officials be contacted? Y=yes, N=no, P-permission required

- After implementation of the ARTS application and upon written notification from the CPSC Project Officer, the Contractor shall modify the application to meet any changing requirements at CPSC. The CPSC Project Officer's written requests for modifications to the ARTS application under this task order will be after implementation through October 31, 2001.

Task 3.2 – EPI & HS Document Tracking Application

- The Contractor shall add a document duplicating capability allowing authors/system administrators to replicate records with a completion date.
- When report is completed and PDF file is created, the application shall automatically copy files to Emilee server if they don't already exist.
- The application shall send email to document coordinator (Kim Ault) if file(s) already exists on Emilee server.
- The application shall update a Log file for all activity.

- After 6b6-cleared date is entered, the application shall email document author.
- The application shall automatically check the 6b6 folder on fs2 directory (g:\users\epha\rdwrite\epha tracking reports\6b6) for cleared files and emails them to Web Master.

Task 3.3 - IPH Confirmation Application

- The Contractor shall add the following automatic processes:
 - Printing letters/reports on Clearinghouse printer.
 - Updating confirmation table.

Task 3.4 – EPHQ Application

- The Contractor shall modify the EPHQ application for managing victim ID on field assignments - information stored in IFS database.
- The application shall delete victim data after 60 days.

Task 3.5 – EPDS Scanning Application

- The Contractor shall analyze and define requirements for a new EPDS Scanning Application for IPH, DTHS and INDP.
- The application shall prevent unintentional replacement of existing files and insure proper naming.
- The Contractor may specify off-the-shelf scanning software if appropriate.
- The application shall prompt user to select document type: IPH, DTHS or INDP and enter a document number.
- When user clicks scan button, the application shall validate document number and, for INDP, confirm that a record exists in the database.
- The application shall determine correct filename for document(s) and issue a warning message if file already exists or, depending on user ID, prevent overwriting an existing file.
- The application shall append pages to existing image.

- After document pages are scanned and user clicks save button, the application shall move current image to specified file.
 - The Contractor shall prepare a detailed report defining EPDS scanning needs and state a recommended solution.
- D. The Contractor shall perform all work described above to ensure that tasks are completed within the delivery/performance schedule specified in Part V. of this task order. The CPSC Project Officer will submit to the Contractor written acceptance/rejection of the work within the periods specified in Section E.1., INSPECTION AND ACCEPTANCE, of the contract. Acceptance/rejection of the work will be based on conformance with the task requirements specified herein.

III. Reports

While performing services under this task order, the Contractor shall provide weekly oral reports, written monthly reports and a written final report. The Contractor shall provide and submit the reports in accordance with Section C.5., REPORTING REQUIREMENTS, of the contract and within the delivery/performance schedule specified in Part V. of this task order. In addition to an original hard copy, the contractor shall also submit the final report on a 3 1/2" diskette in MS Word format.

IV. Period of Performance

The period of performance for this task order shall be from the effective date of the task order through October 31, 2001. The period includes submission of the final report.

V. Delivery/Performance Schedule

The Contractor shall deliver or perform requirements specified in this task order in accordance with the following schedule:

	<u>Item</u>	<u>Quantity</u>	<u>Delivery or Performance</u>
(1)	Meet with the CPSC Project Officer to discuss task order requirements (See Part II.B.)	One Meeting	Within 10 working days after being informed by the CPSC Contracting Officer to commence work under the task order

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|-----|--|--|---|
| (2) | Analyze requirements for Tasks 3.1. through 3.5. and meet with users
(See Part II.C.) | | Within 10 working days after date of meeting |
| (3) | Write and submit a work plan for Tasks 3.1. through 3.5.
(See Part II.C.) | 1 original work plan for each task | Within 15 working days after date of meeting |
| (4) | CPSC Project Officer reviews and approves work plans, if acceptable
(See Part II.C.) | | Within 10 working days after receipt of work plans |
| (5) | Modify work plans, if any corrections are required by the CPSC Project Officer
(See Part II.C.) | | Within 5 working days after the CPSC Project Officer notifies the Contractor of required corrections |
| (6) | Modify EPI & HS application and submit written user and system documentation to the CPSC Project Officer
(See Part II.C., Task 3.2.) | 1 original (for written documentation) | After obtaining written approval of the work plan from the CPSC Project Officer and no later than June 29, 2001 |
| (7) | Modify IPII confirmation application and submit written user and system documentation to the CPSC Project Officer
(See Part II.C., Task 3.3.) | 1 original (for written documentation) | After obtaining written approval of the work plan from the CPSC Project Officer and no later than July 6, 2001 |
| (8) | Modify EPHQ application and submit written user and system documentation to the CPSC Project Officer
(See Part II.C., Task 3.4.) | 1 original (for written documentation) | After obtaining written approval of the work plan from the CPSC Project Officer and no later than July 31, 2001 |

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| (9) | Submit written EPDS scanning report to the CPSC Project Officer
(See Part II.C., Task 3.5.) | 1 original | After obtaining written approval of the work plan from the CPSC Project Officer and no later than August 1, 2001 |
| (10) | Develop and implement ARTS application and submit written users and system documentation to the CPSC Project Officer
(See Part II.C., Task 3.1.) | 1 original
(for written documentation) | After obtaining written approval of the work plan from the CPSC Project Officer and no later than September 28, 2001 |
| (11) | Modify ARTS application to meet any changing requirements
(See Part II.C., Task 3.1.) | | After implementation of the ARTS application, as requested by the CPSC Project Officer through October 31, 2001 |
| (12) | Provide Oral Reports
(See Part III.) | | Every 7 calendar days after commencing work under the task order |
| (13) | Submit Written Status Reports
(See Part III.) | 1 original | Every 30 calendar days after commencing work under the task order |
| (14) | Submit Written Final Report
(See Part III.) | 1 original
& 1 diskette
(MS Word, 3 1/2") | No later than October 31, 2001 |

VI. Key Personnel

- A. The Contractor has identified the following individuals who will be assigned to perform work under this task order.

<u>Name</u>	<u>Title</u>
Vinh Nguyen	Project Manager
Joey Phounsavath	Senior Programmer

- B. The Contractor shall assign individuals to perform work under this task order in accordance with the requirements in Sections C.3.d and G.7.b. of the contract.

VII. Pricing

The following labor categories and number of hours in each labor category are required to complete the tasks specified herein.

<u>Labor Category</u>	<u>No. of Hours</u>	<u>Hourly Labor Rate</u>	<u>Total</u>
Project Manager	48	\$95.00	\$ 4,560.00
Senior Programmer	690	\$89.00	<u>\$61,410.00</u>
Total Fixed Price			\$65,970.00

VIII. Billing

The Contractor may submit vouchers for partial payments every two (2) months after commencing work under the task order. Vouchers shall be submitted in accordance with Section G.3., BILLING INSTRUCTIONS, of the contract. The amount claimed on the voucher shall be based on the percentage of completion of the work for the task. The voucher shall be certified by the Contractor and include a rationale for the percentage claimed for the task, with payment subject to the approval of the CPSC Project Officer.

IX. Payment

The Contractor will be paid for completing the requirements under this task order in accordance with Sections G.1. CONSIDERATION, G.2., PAYMENT and G.4., METHOD OF PAYMENT of the contract.

X. Accounting and Appropriation Data

The accounting and appropriation data applicable to this task order is as follows:

01 EXOB-PS 2420.00 0199948 25.2302